

## Board Meeting Minutes

March 15, 2018

Room C – Ottawa Office

Present: Marty Ricconi, Jim Brusatte, Cherie Reynolds, Melissa Hulse, Steve Bouslog

Phone: Robert King

Absent: John Armstrong, Brian Towne, Peter Corgiat, Dani Brown, Joan Boldan, Jeff DeMoss

Present (Staff): Frank Vonch, Sue Trost, Joyce Garbs, Dave Conrad, Geoff Franklin

Marty called the meeting to order at 5 p.m.

*Motion was made to adopt the agenda – Called by Melissa Hulse, 2<sup>nd</sup> by Steve Bouslog, All passed.*

*Motion was made to approve the January 2018 Board minutes – Called by Jim Brusatte, 2<sup>nd</sup> by Cherie Reynolds, All passed.*

### **Treasurer's Report – Dave Conrad (John Armstrong absent)**

**February Financials** - The February financial statements have gone out. There are four months left in the fiscal year. Still down in Foster Care cases and still up with Intact cases. All of the other programs are right on budget. Our billable insurance payments in Treatment (Solutions Counseling) have been increasing. This is happening mostly in the Illinois Valley (Princeton, LaSalle, and Streator). Expenses are down proportionately. Revenue is currently down. Currently showing a small loss. We should be at a break even by the end of the year. YSB will be reimbursed from the Insurance Company for most legal fees. Salary fees have gone down due to subcontracting of therapists in Rockford. The agency is in good shape financially.

The agency had to get into our line of credit in January due to a lack of payments from the State due to computer conversion issues. We have received all of the back pay and have gone back to normal with cash.

*(Jason Kennedy and Shannon Cantu showed up to present a check for \$8,200 from the Stache Bash event to YSB. Frank thanked them and spoke of how well the organizers have connected to the people and the needs of the community. Marty Ricconi introduced himself and thanked them for the support of YSB. The board introduced themselves to them. – Jim Brusatte mentioned that the CASA's Chocolate Festival will happen on March 25<sup>th</sup>.)*

**Audit Recommendation** – Several bids were sent out to various auditors. 5 bids have come back. Dave has gone through all of them to make sure they fit with our agency. 2 of the firms are too small for YSB. It had been narrowed down to Sikich and two other firms that are similar in scope. One firm has been eliminated due to the cost being too high. Ray Krause from Sikich was called in again to discuss the circumstances. The other comparable firm is Clifton, Larson, Allen from Peoria. Sikich looked through the proposals and came back with their final proposal, which is slightly more than the other firm. The recommendation from the Finance Committee is to stay with Sikich. Sikich will do audits, tax returns, and 401K audits, which the other firm does not include all of those.

*Marty entertained a motion to approve the rehire of Sikich pending the review of the audit committee. Jim Brusatte moved, 2<sup>nd</sup> by Cherie Reynolds, All passed.*

*Marty entertained a motion to approve the Fiscal report, Steve Bouslog moved, 2<sup>nd</sup> by Melissa Hulse, All Passed.*

### **Marketing/Development – Sue Trost**

A "newsletter" with success stories and information in regards to activity at YSB has been put together and mailed to donors of YSB. This may be something that will happen in the future as well. The Date Night Raffle was a success. We made \$1300 on the raffle. Blue Ribbon Campaign will be through the month of April. YSB will be the recipient of a Pack the Place fundraiser at The Lone Buffalo on April 5 to kick off the campaign. Foster Care

Appreciation Month will happen in May. A Paws for Charity Campaign will be held at Red Dog Grille on May 2<sup>nd</sup>. Bids for Kids will happen at Festivities Unlimited on June 24<sup>th</sup>. Sue is coordinating, and looking for entertainment, one of which is Boomin' DJ's. Sue provided a list of suggestions for help with this event. Melissa suggested using Shannon Cantu to make a professional video for YSB.

### **Building and Grounds Committee Report – Frank Vonch**

Open House/Chamber After Hours – March 22, 2018

#### **Strategic Plan – Geoff Franklin**

The strategic plan was developed during the COA Reaccreditation. Each board member has received a packet which gives an overview of each area within the plan. Geoff has advanced the goal activities through 2018. Most of the tasks have been accomplished. TCI (Therapeutic Crisis Intervention) training came from COA. This is scheduled twice a year due to turnover and new staff. This is mandatory for COA requirements. Board profiles began in January. Development/Marketing goals have been accomplished very well. Development goals have focused on maintenance and upgrade of information on the YSB website. Services to children and family goals have been coming along well also. Parent/Child visitation and maintenance of contact is a high priority which needs continual improvement. The agency will continue to share and promote client success stories. Steps have been taken to maintain the building through cleaning and ordering supplies. Information Technology – The goal is to get laptops and computers, and phone system updated and current, to all offices. The phone system is currently being updated. Steve questioned how often the staff volunteer committee meets. Joyce explained that it meets mostly during the beginning of the year to prepare for the upcoming events. A meeting will be held on March 26<sup>th</sup>. There are typically 8 to 10 staff members on this committee. Also, it was mentioned to increase Development activity in the northern regions. Tasha Curry has also been working with Development and has found some great fundraising opportunities in the northern regions. Marty mentioned that the recruitment plan involving the Board Development Committee could be re-energized, and push to work on completing a Recruitment Plan. Frank will come up with a plan for the next Board meeting.

*Motion made to go into Executive Session made by Jim Brusatte, All passed.*

*The executive committee discussed Frank's compensation. Cherie Reynolds made a motion, seconded by Steve Bouslog, to give Frank a 2% rate increase retroactive to 1/1/18. Motion carried.*

#### **Board Development – Jim Brusatte**

Change to By-Laws on Attendance – Recently, a board member who was not participating in the board failed to correspond with inquiries into his participation. Board Member removal was looked into in the by-laws. If any board member misses three consecutive board meetings, they shall be sent a letter from the Board president inquiring into their desire to continue their participation on the board. If a response is not received, then the director's position is considered vacant. The by-laws do not state whether the board member has a reason for their absence. This will be updated to include permissible absences, such as sickness, death in family, etc. A recommendation was made to update the verbiage to "Any director who does not attend three consecutive regular Board Meetings without prior notification to the Executive Director, and without a reasonable excuse will be sent a letter from the president...", which must be sent to all board members with a 30 day notice before taking a vote on the change. Attendance on the phone is permissible, which will be checked on by Frank.

#### **Personnel Committee – Frank Vonch**

Director evaluation – Executive Session completed.

#### **Executive Director's Report – Frank Vonch**

Greater effort is being put into finding Foundations in which the agency can apply to for grants. Since the previous

board meeting, there have been 5 possible sources identified. Frank listed the grants which could be a possibility. Other grants will continue to be explored.

The Intact Program workers must go through additional training, which is stalling an expansion of the program.

The Rotary of Princeton gave a donation to YSB.

*Motion made to approve Executive Director's report by Steve Bouslog, 2<sup>nd</sup> by Melissa Hulse, All passed.*

### **Old Business**

CQI Executive Summary – This quarterly report, which covers what each agency program is trying to do (surveys, files, etc.), was sent out to all board members. This gives them a framework of what each program's goals are on a quarterly basis. During CQI meetings, issues are addressed with staff, and ideas are given as to what can be changed. If policy is not working, what can be changed to make it work.

### **New Business**

Federal Audit – Basic Center, CYCS, Homeless – The auditor focused on the Homeless Youth Program, the Street Outreach Program, and the Transitional Living Program. She spoke with Marty with a thorough overview of these programs. She identified places in which improvement is needed. A report will be sent to YSB within 45 days.

Staff Spring Event (April 20<sup>th</sup>) – The event will take place at Four Seasons Sports in Sycamore. It will include formal announcements, bowling, games, food, and drink. This event is a great way for staff to get to know each other, being that we are a large organization. Staff acknowledgements will be presented.

Active Shooter Training – The Glen Ellyn Police Department came in to give staff training (video) on Active Shooter Training. The Ottawa Police Department has been scheduled to come in and give training in May. This training will be pursued in Rockford and at the Day Care Center. A precaution that is always taken is that case aides never go into hostile situations alone.

### **QA/CQI – Frank Vonch**

Human Rights case status – The investigation has been completed. There are no more questions for YSB.

Agency Annual Risk Report (2017) – This report lists every possible risk to the agency which the Board should be made aware of. At the end, the agency will determine what level (minimum, medium, maximum) each issue would be. This includes audits, insurance, etc.

*Motion made to adjourn by Melissa Hulse, 2<sup>nd</sup> by Cherie Reynolds, All passed*

**Next Meeting: Thursday, May 17, 2018 5:00 p.m. Ottawa Office**